



# OFFICE MEMORANDUM

**DATE:** May 2, 1997

**TO:** District Engineers  
District Field/Construction Engineers  
Resident/Project Engineers

**FROM:** Paul F. Miller  
Engineer of Construction

**SUBJECT:** **CONSTRUCTION INSTRUCTIONAL MEMORADDUM 1997-2**  
**Region Oversight Local Agency Construction Projects**

The following guidelines are for Region oversight of local agency construction projects. Keep in mind that the Michigan Department of Transportation (MDOT) and the local agencies have the mutual goals of a quality and cost effective transportation system while insuring federal and state funding participation. MDOT represents the Federal Highway Administration for oversight of local agency projects.

Therefore, items noted as optional will require judgement on the part of regional personnel. The degree of oversight may vary from agency to agency and a transition period may be needed.

**Key: O - Optional**  
**R - Required**

- O Grade Inspections (GI)**
- O Preconstruction Meetings** - The local agency shall schedule and conduct the precon and invite Region personnel. If Region personnel do not attend the precon, arrangements will have to be made for MDOT to sign the progress schedule.
- R Work Orders, Time Extensions and Recommendations/Authorizations** - The local agency shall contact MDOT for concurrence before initiating work orders, time extensions, or recommendations which will have a major impact on the work. Work shall not begin until concurrence is received and noted in the files. Region personnel will sign the time extensions and recommendations per MDOT policy.
- R Claims** - Attendance at claim hearings at the project level is optional. Region involvement is required at the Region and Central Office Review hearing per MDOT policy.
- O Interim Inspections**
- R Final Inspections/Acceptance**
- O Technical Assistance**
- R Pile Driving Data** - Data shall be obtained through the Central Construction Division Office.
- R Monitoring Overdue Finals**

**CIM 1997-2**

**Page 2**

**May 2, 1997**

---

Engineer of Construction

Subject Index: Local Agency Projects

PFM:PAL:jp

cc:      Lansing Construction Division Engineers  
         Lansing Construction Division Technicians  
         Engineering Services Division  
         M & T Division  
         Design Division  
         G. D. Taylor  
         T. Coleman  
         OEO  
         MRBA  
         MAPA  
         MCPA  
         MCA  
         MAA  
         AUC  
         CRAM  
         FHWA  
         H. Linne  
         P. Phaner  
         R. Knapp  
         R. Beckon  
         P. Rang